



HERITAGE REFORESTATION INC.

1418 Mt. St. Patrick, Dacre, ON, K0J 1N0

[www.heritageinc.ca](http://www.heritageinc.ca)

1-877-324-4448

HEALTH & SAFETY MANUAL  
HERITAGE REFORESTATION INC.

Updated: March 1 2015

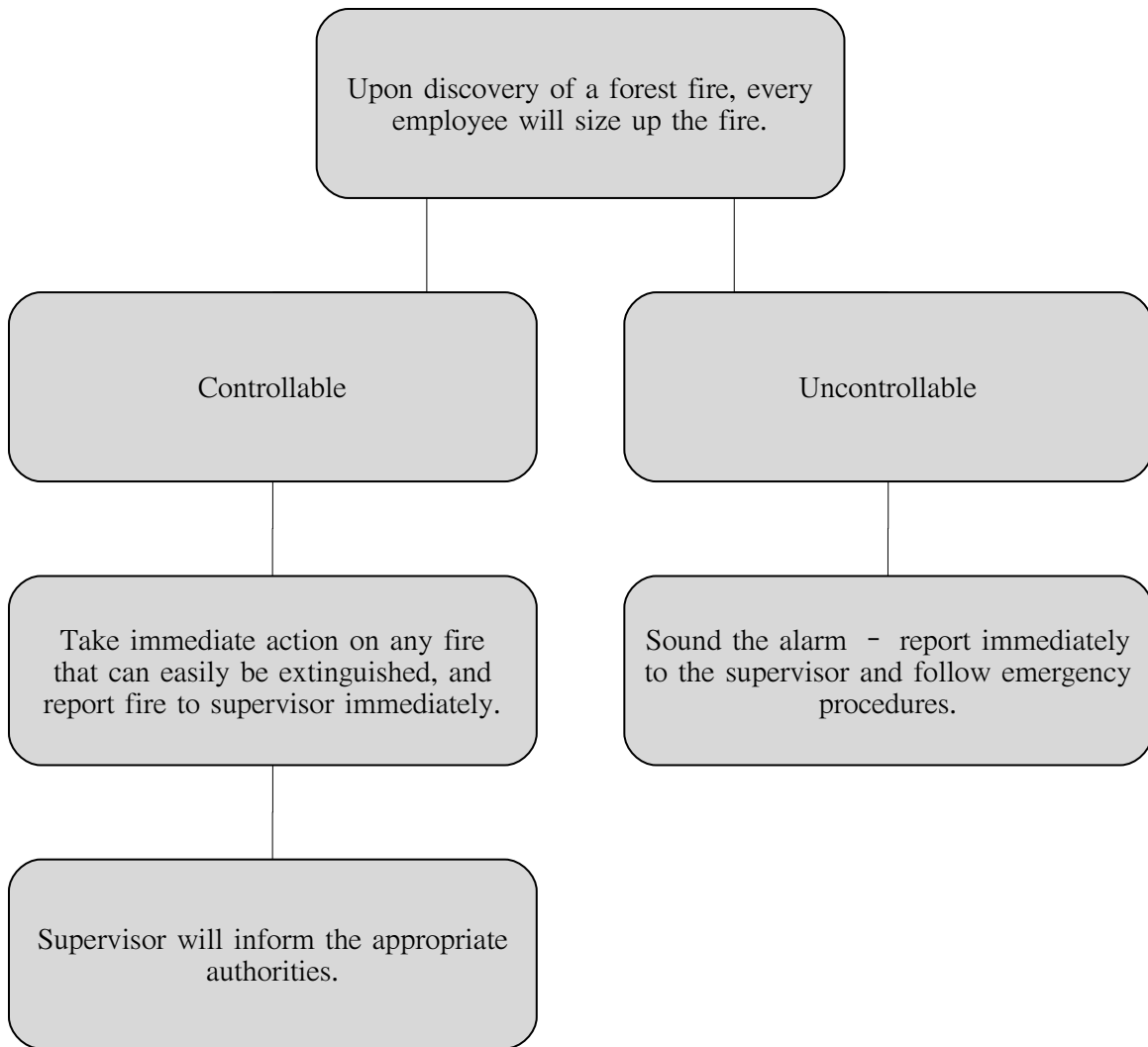
**EMERGENCY QUICK REFERENCE FOR SERIOUS INJURIES, FIRES, OR SPILLS**

**SERIOUS INJURY**

1. Determine Severity	CRITICAL* See Definition at the bottom of the page	FATAL
2. Administer First Aid	Yes	
3. To Transport the Victim	- Insert Area & Phone Number - Microphone Patch Speed Dial <i>Press *</i> , wait for dial tone, press <i>*9</i> - Radio ( <i>insert location &amp; channel</i> ) do not identify victim	- Do not move the victim - Preserve the scene - Retain witnesses
4. Who to Notify Immediately	- Supervisor - Ministry of Labour (insert phone number) - After Hours - Spill Action Center 1-800-268-6060	(Location) - Speed Dial <i>Press *</i> , wait for dial tone, press <i>*9</i> - Radio ( <i>insert location &amp; channel</i> ) do not identify victim - OPP (insert phone number) - Ministry of Labour (insert phone number) - After hours - Spill Action Center - 1-800-268-6060
5. Who to Notify as Time Permits	(Insert Client Name) - Insert Forest Location Name & Phone #	(Insert Client Name) - Insert Forest Location Name & Phone #
6. Written Reports Required	- Report for Ministry of Labour within 48 hours - WSIB form within 3 days	- Report for Ministry of Labour within 48 hours - WSIB form within 3 days

**FIRE**

1. Call (insert number for local fire dept.) and report fire
2. Take action to control fire while protecting personnel and equipment (*See chart below*)



## SPILLS

1. Contain spill using dykes and spill kit, etc.
2. Notify Supervisor
3. Contact Ministry of Environment - Spills Action Center (insert phone number)
4. Obtain approval for disposal of contaminated material
- 5.

## CRITICAL INJURY as defined by the O.H.S. Act

For the purpose of the Act and Regulation, "critically injured" means an injury of a serious nature that,

- a) places life in jeopardy;
- b) produces unconsciousness;
- c) result in substantial loss of blood;
- d) involves the fracture of a leg or arm but not a finger or toe;
- e) involves the amputation of a leg, arm. Hand or foot but not a finger or toe;
- f) consists of burns to a major portion of the body; or
- g) causes the loss of sight in an eye

## THE PURPOSE OF THIS MANUAL

1. Heritage Reforestation Inc. Is committed to conducting its silviculture operations in compliance with:
  - a) Occupational Health & Safety Act of Ontario
  - b) Workplace Safety and Insurance Act
  - c) Environmental Protection Act
  - d) Heritage Reforestation Inc. Health & Safety Policy
  
2. To assist in establishing compliance with these Acts and policies the Company has published this manual which;
  - a) defines the responsibilities of Heritage Reforestation Inc. and staff, and all of their employees
  - b) establishes the procedures to be followed to ensure these responsibilities are fulfilled
  
3. It is expected that every person working on lands contracted to Heritage Reforestation Inc. will be made aware of and will comply with the policies and procedures contained in this manual which pertain to his/her job.

### **Note:**

**This manual should not be relied upon as a complete or strict legal interpretation of all Health and Safety legislation related to silviculture.**

This policy is provided as a guide to all persons involved in operations for Heritage Reforestation Inc. on its contracted areas.

The safety of the employee shall be the primary responsibility in the undertaking of any task. There can be no compromise with the health and safety of any employee.

To achieve this objective:

**Heritage Reforestation Inc.** shall ensure safety procedures and safe work practices are in place, current and as a minimum, comply with the Occupational Health and Safety Act and its Regulations, the Workplace Safety and Insurance Act and the Environmental Protection Act.

**Heritage Reforestation Inc.** Supervisors have a responsibility to ensure that all persons working under their direction on licensed areas understand and follow established safety procedures. Safety rules must be understood and enforced.

All **Heritage Reforestation Inc.** personnel and employees must understand that they have a responsibility to follow safety procedures, maintain a safe work place and report hazardous conditions and unsafe practices immediately.

Heritage Reforestation Inc. and all its senior personnel believe that acceptance and practice of these basic safety principles by management, supervisors, crewbosses and workers will assure the success of our safety program.

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Jack Macdonald  
President & CEO  
Heritage Reforestation Inc.  
April 1, 2014

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**SECTION I: Definitions & Responsibilities Defined By The Occupational Health & Safety Act of ontario**  
- Revised No 22, 1990 (the Act)

**The Employer**

An “Employer” means a person who employs one or more workers or contracts for the services of one or more workers and includes a contractors and sub-contractors who performs work or supplies services and a contractor or sub-contractor who undertakes with an owner, constructor, contractor or sub-contractor to perform work or supply services

The Act assigns extensive responsibilities to The Employer. Section 9, 23, 25, 26 address responsibility for workers, protective equipment, training etc; Section 37 through 42 are WHMIS requirements and Section 51 & 52 establish the employer's responsibility in case of critical or fatal accidents.

As a general guideline for Heritage Reforestation, the responsibilities of an Employer in the silviculture industry are as follows:

- a) where there are six or more employees, prepare and post a health and safety policy and develop a program to implement that policy (see Appendix A for example of our health & safety policy).
- b) take every precaution reasonable in the circumstance for the protection of the worker which includes;
  - providing information and instruction as to hazards and safety procedures
  - monitoring to ensure procedures are followed
  - taking corrective action when procedures are not followed or an unsafe condition exists
- c) when appointing a supervisor select a person who has the training and experience to organize the work, is familiar with the Act and its Regulations and has knowledge of the actual or potential dangers to the persons working in the silviculture operation.
- d) ensure that a Safety Representative is selected where 6 to 19 workers are employed at a site or a Safety Committee is established where there are more than 20 workers and work co-operatively with these safety representatives.
- e) ensure that the equipment, materials and protective devices are provided as required, and are maintained and used.
- f) implement a Workplace Hazardous Material Information System (WHMIS) Program
- g) report and investigate accidents.
- h) Post all required documents and posters in a prominent location, easily viewable by all workers.

**A Supervisor**

A “Supervisor” means a person who has charge of the workplace or authority over a worker. The Act requires that a supervisor: (O.H.S.A. - R.S.O 1990, section 27 (2) )



- a) advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;
- b) where so prescribed, provide the worker with written instructions as to the measures and procedures to be taken for protection of the worker;
- c) take every precaution reasonable in the circumstance for the protection of the worker;
- d) ensure that the worker works in the manner and with the protective devices, measures and procedures required by the *Act* (O.H.S.A. - R.S.O. 1990, section 27 (1) a)
- e) assists Ministry Inspectors and Health & Safety Representatives in inspections and investigations.

### **The Worker**

A “Worker” means a person who performs work or supplies services for monetary compensation. Managers, other than owners and all supervisors, are Workers under the Act.

The Act requires that a worker shall, (O.H.S.A. - R.S.P. 1990, section 28 (1) )

- a) work in compliance with the provisions of the *Act* and the regulations
- b) use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or work;
- c) report to his/her employer or supervisor the absence of or defect in any equipment or protective device or which the worker is aware and which may endanger himself, herself or another worker; and
- d) report to his/her employer or supervisor any contravention of this *Act* or the regulations or existence of any hazard of which he or she knows.

No Worker shall (O.H.S.A - R.S.O. 1990, section 28 (2))

- a) remove or make ineffective any protective device required by the regulations or by his or her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;
- b) use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker; (this would include working under the influence of alcohol or illegal drugs)
- c) engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

A worker may refuse to do particular work where he or she has reason to believe it may endanger his/her health or safety or that of another worker. (O.H.S.A. - R.S.O. 1990, section 43(3) ) Upon refusing to work or do particular work, the worker shall promptly report the circumstances of refusal to the worker's employer or supervisor who shall forthwith investigate the report in the presence of the worker. (O.H.S.A. - R.S.O. 1990, section 43(3) )

### A Health & Safety Representative

Where there are more than 5 but less than 20 workers regularly employed at a workplace the contractor/employer must assist the workers in selecting a Health & Safety Representative. The Health & Safety representative has the right and/or responsibility to:

- a) Inspect the physical condition of the workplace at least once per month
- b) Identify hazards and make recommendations to the employer
- c) Be consulted and receive information in regard to tests conducted in the workplace that might effect the health or safety of workers
- d) Convene bi-weekly safety meetings for all employees
- e) Obtain any information regarding the hazards of material (WHMIS) processes or equipment
- f) Inspect the site and equipment and make a report to the Director of the Ministry of Labour regarding any fatal or critical injury (see Section VII of this manual)
- g) Receive a written response from the employer with reasons for the decision within 21 days of submitting a recommendation in writing
- h) Be paid for the time spent carrying out his or her duties

### Safety Committees

If there are 20 or more workers regularly employed at a workplace the employer must assist the workers to select a Joint Health and Safety Committee composed of one management and one worker representative. (4 persons if there are over 50 workers at the workplace) The rights and responsibilities of a Joint Health and Safety Committee are established in Section 9 of the *Act*.



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## **SECTION II: Responsibilities of Heritage Reforestation Personnel Under the Act**

### **1. Heritage Reforestation Responsibilities**

Heritage Reforestation Inc. must ensure that on lands they work on a Health & Safety Program is implemented and maintained which will:

- a) comply with the principals of the corporation's Health & Safety Policy and the Act and its Regulations
- b) fulfill the responsibilities of a Employer as defined by the Act and its Regulations (see Section I of this manual)

### **Supervisory Staff**

All supervisory personnel must:

- a) ensure that they understand the Act and its Regulations as they relate to silviculture and the requirements of the Heritage Reforestation Health & Safety program.
- b) through classroom and/or on the job instructions ensure that all persons under their supervision involved in silviculture on a Heritage Reforestation contract understand their responsibilities under the Act, its Regulations and Heritage Reforestation's Health & Safety Program.
- c) audit the silviculture operation to ensure compliance with all Health and Safety procedures
- d) act to correct any violation of safety procedures by providing additional instruction or issuing disciplinary action up to the discharge of an employee for gross negligence or continued failure to comply with the requirements of this Health & Safety Program. All observed safety infractions are to be recorded on the Safety Infraction Report shown in Appendix B.
- e) report to his/her manager any condition where he or she believes the responsibilities of the Employer under the Act are not being fulfilled.
- f) keep all records required by the Act and the Heritage Reforestation Health & Safety Manual.

### **2. Penalties Under the Act**

The Ministry of Labour will issue tickets for safety violations under the Occupational Health & Safety Act.

- a) An individual convicted of an offense under the Act is liable to a fine of not more than \$25,000 or to imprisonment for a term of not more than 12 months (O.H.S.A. - R.S.O. 1990, section 66 (1) )
- b) If a corporation is convicted of an offense the maximum fine that may be imposed upon the corporation is \$500,000. (O.H.S.A. - R.S.O. 1990, section 66 (2) )

### **3. Penalties Under the Heritage Reforestation Health & Safety Program**

a) Where safety violations by any person, company or contractor is noted, a Safety Infraction Report will be completed (Appendix B)

b) Continued failure to comply with safety procedures or gross negligence may result in discharge, termination of contract or prohibition from working on lands contracted to Heritage Reforestation Inc.

#### 4. Minimum Age

No person under the age of 16 years is permitted to be in or about a silviculture operation. (O.H.S.A - R.S.O. 1990, Reg. 4 (1)c )

#### 5. Alcohol and Drug Policy

Heritage Reforestation is committed to providing a safe and productive work environment for all employees and others in the community. Drug and alcohol abuse is a threat to the safety of HRI employees and to the security of company equipment. Therefore, Heritage Reforestation is committed to eliminating drug and alcohol abuse in the workplace.

##### **Work Rules**

1. Whenever employees are working, are operating any HRI vehicle, are present on company worksites, they are prohibited from:
  - Using, possessing, buying, selling, an illegal drug (including drug paraphernalia).
  - Being under the influence of alcohol or illegal drugs.
  - Consuming any alcohol
2. The presence of any detectable amount of illegal drug in an employee is prohibited.
3. HRI will not allow employees to perform their duties while taking a prescribed drug that may adversely affect their ability to safely and effectively perform.

*See appendix J for drug testing procedures.*

#### **Workplace Violence and Harassment**

The management of Heritage Reforestation is committed to providing a work environment in which all individuals are treated with respect and dignity.

Workplace harassment will not be tolerated from any person in the workplace. Everyone in the workplace must be dedicated to preventing workplace harassment. Managers, supervisors, and workers are expected to uphold this policy, and will be held accountable by the employer.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace -- a comment or conduct that is known or ought reasonably to be known to be unwelcome. Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code, but it does not have to.

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace. Using an authoritative tone or language is allowed. Reasonable rewards and reprimands for above or below average contributions around the workplace is also legitimate.

Workers are encouraged to report any incidents of workplace harassment. Use **Appendix B Incident Report** to file a report and give it to the health and safety representative. Management will investigate and deal with all concerns, complaints, or incidents of workplace harassment in a fair and timely manner while respecting workers' privacy as much as possible. There will be no reprimand for filing a workplace

harassment report. A worker also retains the right to exercise any other legal avenues that may be available.

The workplace violence policy should be consulted whenever there are concerns about violence in the workplace.



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## **SECTION III: Health & Safety Training**

### **1. Training of Heritage Reforestation Company Personnel**

a) All Heritage Reforestation staff assigned to work on land contracted to Heritage Reforestation will be trained in requirements of the Act and the Heritage Reforestation Health & Safety Program. This training is to be completed before the new employee begins work on contracted lands. The Health & Safety Manual will be made available to all personnel.

b) At least annually Heritage Reforestation will arrange a training session for all staff involved in silviculture, to review health and safety performance, changes to the program and to ensure that each employee is aware of his or her responsibilities for health and safety.

c) All Heritage Reforestation staff who regularly work on silviculture sites must hold a St. John Ambulance Standard First Aid Certificate (16 hours training). Heritage Reforestation will be responsible for arranging this training.

### **2. Health and Safety Training To be Provided By Heritage Reforestation**

#### **Training Supervisors, Management, Workers**

When Heritage Reforestation assigns a supervisor or a worker to an operation which includes silviculture activities on contracted lands to Heritage Reforestation, the company must ensure that the supervisor, the worker or the subcontractor and their workers are aware of their responsibilities as defined in the Heritage Reforestation Health & Safety Manual. The supervisor and workers must receive these instructions before they begin to work on lands contracted to Heritage Reforestation. These instructions must be given by a person who has been familiarized with the contents of the Heritage Reforestation Health and Safety Manual and has been approved by Heritage Reforestation to present these instructions. The results of this training must be documented by the Company (see "Basic Orientation & Training Records" in Appendix D).

#### **Treeplant (see appendix D)**

Basic Training - Every treeplanter will receive Basic Training. Records are kept on file for all treeplanters who have received Basic Training. Basic Training includes training on;

- I) Personal Protective Equipment
- II) Chicots/ Hazardous & Dangerous overstory/ Weather Hazards
- III) Navigation in the Bush/Working Alone, Wild Life Awareness
- IV) Fire Training
- V) "In the Vehicle" Training
- VI) Ergonomics

#### **Brushsaw - Thinning & Tending (see appendix E) and Chainsaw**

Basic Training - Every Thinner will receive Basic Training on thinning practices. Records are kept on file for all thinners who have received Basic Training. Basic Training includes training on;

- I) Personal Protective Equipment
- II) Starting the Saw
- III) Handling the Saw
- IV) Saw Maintenance
- V) Fuel Safety

## VI) WHMIS

Chainsaw Operation - No Heritage Reforestation employee will operate a chainsaw without training and certification from an SWO approved course. The certification shall be copied and kept on record.

### **Site Prep/Heavy Equipment (see Appendix F)**

Basic Training - Every Skidder Operator will receive machine specific basic training. Each of Heritage Reforestation's primary movers and machines are slightly different, and require individualized training. Records are kept on file for all operators who have received Basic Training. Basic Training includes training on;

- I) Personal Protective Equipment
- II) Operating the Skidder
- III) Safety when operating a Skidder

The Company will ensure that all persons under his/her direction that are involved in operating a skidder in a forestry setting, complete and SWO Cutter/Skidder certification program within one year of becoming employed. Records of this training shall be kept on file.

Note: Skidding procedures are more specifically outlined in Section IV (3) of this Health & Safety Manual.

### **Crewbosses & Management (see Appendix G)**

All crewbosses will receive specific crewboss Health & Safety training that pertains to Treeplanting & Thinning. This includes;

- I) Vehicle Safety
- II) ATV Training
- III) First Aid
- IV) Emergency Response Plans
- V) HRI H+S Manual
- VI) MOL Supervisor H+S Awareness Program
- VII) Additional Training (see appendix G)

### **Sub-Contractors and Visitors**

The supervisor will inform all visitors of the safety requirements and/or travel restrictions within the operation to ensure the safety of visitors. The following company policies and procedures will be described to them:

- The general health and safety rules
- Emergency response plan
- If necessary the Training Policy for applicable certifications and a review of SOPs for short-term (1 week or less) subcontracted workers.

Visitors can include sales representatives, foresters, government inspectors, suppliers, short-term contracted workers, truckers, hunters, etc. All visitors must follow company rules or they will be asked to leave. Subcontracted workers who are long-term (more than one week) or regularly in the operation (for example, truck drivers) can be treated as employees and will receive the same training as required for employees in company policies. Subcontracted workers cannot work on the operations during weekends or holidays unless approved by the company.





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## **SECTION IV: Safety Procedure for Spills, Camp Equipment, Hazardous Trees, Working Alone, Potential Wildlife Danger - Problem-Bears**

In some cases, the procedures established in this section exceed the minimum legal requirements of the Act. These procedures are, however, are considered necessary to ensure the health and safety of all employees.

### **1. Personal Protective Equipment**

#### **a) Head Protection**

All workers on a silviculture site must wear an approved hard hat as a minimum, a type 1 class E hard hat. Hard hat shells and cradles must be in a certifiable condition. Hard hat cradles must be properly inserted into the hard hat and hard hats must be worn in the correct fashion. While hard hats are not required in a fully enclosed cab, it is required that they be worn at all times on the silviculture site.

Approved helmets must be worn by workers traveling on snow machines or A.T.V.'s

#### **b) Foot Protection**

All workers must wear CSA approved high-cut safety footwear while on foot in the silviculture area. Highly recommended wearing of CSA approved chainsaw boots for workers operating chainsaws.

#### **c) Eye Protection**

A worker exposed to eye injury must wear CSA approved eye protection appropriate to the circumstances

#### **d) Leg Protection**

All workers using chain saws must wear ballistic nylon safety pants or chaps. Wrap around calf protection is highly recommended.

#### **e) Hearing Protection**

All workers operating chain saws, brushsaws and skidders or when exposed to other excessive noise must wear approved hearing protection.

#### **f) Hand Protection**

All persons handling cable must wear appropriate hand protection for the hazard involved. It is highly recommended that workers wear gloves when handling tree stock that contain pesticides.

#### **g) High Visibility Apparel**

All workers on a silviculture site must wear high visibility apparel. Reflective apparel must be worn at all times. The reflective apparel should be a fluorescent color with reflective vertical stripes on the front and reflective strips arranged in a diagonal X pattern on the back. The reflective apparel should cover at least the upper body. If the apparel is a nylon vest it should have a side and front tear-away feature.

## Heavy Equipment

- a) Mounting and dismounting - three-point contact will be used to mount and dismount equipment.
- b) Inspection and repairs - machine or equipment will be inspected prior to use to ensure good mechanical condition. Special attention will be given to implements and their components. When working around equipment for inspections or repairs, lockout procedures (Section IV 10) must be followed.
- c) Housekeeping - cabs, steps, windshields, windows and mirrors must be kept clean at all times. All debris should be removed from around the equipment.
- d) Parking - the machine or equipment must be parked on level ground, clear of hazards, to allow ease of access.
- e) Travelling - operators must ensure that all connections to a towing vehicle are secured and attached properly. Place all implements in the travel position. Select a speed appropriate to ground conditions while maintaining control of machine. See *Appendix J* for Steep Slope procedures. Approach landing or roadway with caution taking into consideration limited visibility and blind spots. Equipment should be cleaned prior to traveling roadways or being floated anywhere. Keep right while traveling on en route to and from work site, while maintaining radio communication.
- f) Danger zone - danger zone is defined as the area around operating machines or working personnel, in which there is potential for being struck by moving equipment or objects. The danger zone may vary according to the machine or work being performed. Operators must make sure that all persons, vehicles and equipment are clear of the danger zone before the vehicle or its components are moved.
- g) Fuelling - See Fuel Safety Program (See Section V-4.)
- h) Operating equipment - Prior to starting heavy equipment, the operator shall ensure that all personnel are out of the danger zone and the transmission is in neutral. Maintain a safe operating distance between neighbouring equipment. Understand the load limitation of the machine according to ground conditions and tree species. Apply the manufacturer's standards for machine capacity and limitations. The operator should always know the maximum lifting capacity of the equipment before lifting a load. Maintain communications between equipment. Seat belts, if available, must be worn. No unauthorized personnel will be allowed on the machine during operation. In the event of leak of fuel or oil, switch the machine off immediately. If warning lights show or gauges register outside normal limits, switch off engine. Never lift, move or swing any attachments or load over any person or other equipment/vehicles. Be aware of overhead clearance. Watch for overhead power lines.

## 3. Chain Saws

1. Must be in safe operating condition and will have

- a) a safety chain and chain catcher
- b) a chain that is filed properly
- c) a chain brake in good operating condition
- d) the motor idling will not rotate the chain
- e) a muffler in operating condition with spark arrestor
- f) a serviceable trigger lock device
- g) the chainsaw bar & chain should be guarded when being transported in vehicle.

2. Chainsaw Operation

- a) Must be held firmly with two hands, when being used.
- b) Must be placed on a stable surface and held firmly when being started

3. Chainsaw Fire Protection

- a) must not be running while being refueled
- b) must be refueled in a cleared debris free area
- c) no smoking while refueling
- d) must be started not less than three meters away from refueling area
- e) gas and chain oil must be stored so as to prevent leaks or explosion

#### **4. Brush Saws**

1. Must be in safe operating condition and will have

- a) a blade that is sharpened properly
- b) the motor idling will not rotate the blade
- c) a muffler in operating condition with spark arrestor
- d) a serviceable trigger lock device

2. Brush Saw Operation

- a) Must be held firmly with two hands, when being used.
- b) Must be placed on a stable surface and held firmly when being started

3. Brush Saw Fire Protection

- a) must not be running while being refueled
- b) must be refueled in a cleared debris free area
- c) no smoking while refueling
- d) must be started not less than three meters away from refueling area
- e) gas must be stored so as to prevent leaks or explosion

#### **5. Felling Procedures for Stand Improvement**

- a) A cutter must not fell a tree until all persons are clear of the danger area
- b) Whenever possible, directionally fell trees into the open while considering the following
  - i. wind direction
  - ii. natural lean
  - iii. branching
  - iv. terrain
  - v. other trees
  - vi. trunk rot
  - vii. escape route
  - viii. chicots, broken limbs or windblown trees hung up in the tops
  - ix. the safety of other workers
- c) Always take a good look up for hazards before felling a tree. Watch a falling tree until it hits the ground.
- d) Clean and use an escape route at a 45 degree angle to the direction of fall
- e) All trees must be notched properly. Notches must be between  $\frac{1}{4}$  to  $\frac{1}{3}$  the diameter of the tree and any "dutch notches" are to be corrected before the back-cut is made. On all trees, the corners of the notch should be lightly cut. Back-cuts must be 1 to 2 inches above the notch. Sufficient holding wood must be left to control the fall of the tree
- f) At no time is the cutter to work under or near a hung-up or lodged tree within the danger area. He may resume work at a safe distance from the hung up tree. It is the cutter's responsibility to ensure that no person enters the danger zone.

- g) A lodged or hung-up tree is defined as any tree that:
  - i. Has been partly or wholly separated from its stump
  - ii. is displaced from its natural position and has not fallen because it is leaning or entangled in another tree or object.
- h) All chicots in the immediate work are must be felled by the safest possible method. This would be with either a chain saw or skidder, or a combination of the two.
- i) Domino felling is strictly prohibited.
- j) Any tree that has a cut in it, must be felled with the exception of where the trees are girdled.
- k) never leave a tree unattended. A “free standing tree” is defined as a tree that has been notched and backcut and has not fallen into any neighbouring trees.
- l) Trees are not to be felled across any roadways without first having the roadway blocked off.
- m) All cutting crews must have a readily available fully stocked first aid kit as defined in Section V, of this manual.
- n) All limbing, topping or bucking must be done in a manner so the severed portion cannot roll or fall on the cutter.
- o) Spring poles shall be severed or cut in such a manner that will not endanger the cutter or others.
- p) All fellers must be aware of the kick-back point on the chain. It is the area between the very tip of the saw blade and the top of the bar where the chain drops down towards the tip. The depth gauges drop at this point exposing the cutter to a heavier bite of wood under certain conditions. This becomes even more hazardous if the depth gauges are filed below manufacturer's specifications.

## **6. Vehicle Safety and Transporting Personnel**

- a) A vehicle used to transport personnel must be:
  - i. properly constructed and with sufficient secured seats to safely carry all passengers
  - ii. designed to provide communication between the driver and passengers, adequate electric lighting and have sufficient heat and ventilation to protect passengers from cold or noxious fumes.
  - iii. Provided with an emergency exit e.g. Emergency door on a bus
  - iv. equipped with a First Aid box as specified in Section V of this Manual.
- b) Buses - All drivers of passenger buses will have the relevant Class F or C license. They will receive basic training on circle checks, log books, defensive driving, and CB protocol (***See Appendix G***). All buses will be equipped with the appropriate fire extinguisher and first aid kit.
- c) Passenger Trucks - All drivers of passenger trucks will have a minimum class G license. They will receive basic training on circle checks, defensive driving, securing a load, trailer hook-up and safety, and CB protocol. (***See Appendix G***) All passenger trucks will be equipped with the appropriate fire extinguisher and first aid kit.
- d) Tractor Trailers - All drivers of tractor trucks will have the Class AZ license. They will receive training on circle checks, log books, defensive driving, CB protocol, securing a load, and trailer connect/disconnect. All tractor trucks will be equipped with the appropriate fire extinguisher and first aid kit.
- e) An Incident report (***See Appendix B***) will be filled out and given to the supervisor after any minor or major accident. For a major accident the scene must be preserved for a full investigation.
- f) Vehicle Maintenance - All Heritage Reforestation vehicles will be kept in good operating condition. A vehicle maintenance record will be kept, along with the daily circle checks. All vehicles are inspected at least bi-monthly at the Heritage Reforestation shop in Dacre. Where required an annual inspection will be obtained by a licensed mechanic.

## **7. Steep Slope Operating Procedures**

Operating on steep slopes requires a special set of procedures. The steep slope plan has 4 steps: risk assessment, planning and operational responsibilities, machine specific practices, and documentation and review. See appendix K for steep slope procedures.

## **8. All Terrain Vehicles & Snowmachines**

These machines must be operated in accordance with the information provided in the Owner's Manual. A copy of an appropriate manual must be provided by the dealership of the owner of the machine. A person required to operate these machines must first read those sections of the Owner's Manual that pertain to safe operation.

## **9. Machine Repairs and Guarding Procedures**

- a) No machine or part of a machine may be repaired or have any maintenance work performed until that machine has been stopped and the part worked on is sufficiently blocked to prevent movement. See Lockout procedures, Section IV-12.
- b) Where the starting of a machine may endanger the safety of the mechanic repairing it, the machine will have control or master switches in the off position and locked out. If this is not possible then the machine should have the batter cable removed to prevent accidental starting.
- c) When a worker must pass under a machine that is temporarily elevated, it must be securely and solidly blocked to prevent the machine from moving. CAUTION: Hydraulic jacks are not considered sufficient blocking.
- d) Any work on drum, tank or other such container shall only be started after
  - i. all internal pressures have been relieved
  - ii. drained and cleaned of any explosive substances
- e) All guards, covers or safety devices removed during repairs will be replaced immediately after repairs are complete.
- f) Defective tools must not be used for repair work. This includes tools with damaged or missing guards.
- g) Any new or modified equipment will be evaluated for guarding adequacy prior to use.
- h) Compressed air shall not be used for blowing dust or other substances. CAUTION: A compressed air hose directed at a worker to blow off dirt or dust can result in critical injury or prove fatal.
- i) When using lubricant, care must be taken to avoid any spill. Should a spill occur it must be cleaned up immediately after repairs are complete.
- j) Eye protection must be worn when using hammers and chisels or when performing any work which might endanger the worker's eyes.

## **10. Lock Out Procedures**

No worker will conduct repairs, maintenance or cleaning of machinery or equipment without controlling all forms of energy. A zero-energy state will be achieved before a worker enters a danger zone, and no entry of a danger zone is permitted without a proper shutdown and/or lockout.

The contractor supervisor will orient all employees in this lockout policy & appropriate procedure(s) when hired or any time they transfer to another job. They will also be shown where to find the main power sources to properly lock out the equipment, be provided with or made aware of the location of locks and related lockout equipment and must demonstrate a proper lockout.

Contractor supervisor is responsible for checking that lockouts are done properly. Each worker will be responsible for following all established lockout procedures at all times. Lockout violations are subject to disciplinary action.

## General Lockout Procedures

- i. Park equipment on solid level ground by lowering all attachments to the ground or by solidly blocking and supporting in an elevated position. If it is not possible to park on level ground, block machine to prevent movement.
- ii. Shut down equipment following manufacturer's specifications, apply locking mechanisms, shut off engine and verify zero-energy state has been achieved.
- iii. Turn off ignition switch, remove key, keeping it in a secure location, and turn master switch off.
- iv. Apply lockout tags and engage locking device to ensure that the equipment cannot be inadvertently energized.
- v. When work is complete, clean up all tools, replace all guards and ensure no one is in the danger area
- vi. Unlock power sources and return to work.

## Specific Lockout Procedures

- i. If the engine needs to be running for maintenance purposes, written non-routine lockout procedures must be followed by trained personnel.
- ii. Lockout tags and locking devices are to be removed only by the person installing these items and only after ensuring that all personnel and equipment are clear of the danger zone.
- iii. A supervisor or other trained competent person may remove another person's lockout tag and device only after it has been confirmed that this person is not in the danger zone.
- iv. Machine-specific lockout procedures may be necessary for specific machinery where unique lockout requirements must be met.

## 11. Working Alone

In cases where a person is working alone, there must be some method in place to ensure the person is safely out of the bush at the end of the day. Since each person has different working conditions and living arrangements, it is not possible to establish one procedure for all. The individual and his/her supervisor or contractor must make some arrangement to ensure an alert is raised if the person is injured or unable to get out of the bush at the end of the day. The principal concern in establishing the procedure to be followed is to ensure a timely response should a person working alone lose consciousness or otherwise be unable to travel or communicate by radio. See Appendix for sample working alone procedures.

## 12. Potential Wildlife Hazards

It is in the interests of Heritage Reforestation Inc. to preserve the natural environment we work in as well as the wild life that lives in it. All wild life should be treated with respect and left alone as much as possible.

1. **Turtles:** Turtles should be left alone as much as possible. If a turtle is seen on the road, stop your vehicle, simply pick the turtle up and move the turtle off the road into a safe area where it is free from road traffic. If you are unsure about what to do if you see a turtle, speak to your foreman or call the Ministry of Natural Resources Wildlife Resource line.
2. **Moose:** It is important to know that Moose can be a hazard in a variety of ways. It is important to exercise caution when driving as Moose tend to surprisingly jump out on to the road. Extra caution should be taken on rainy days or hot, muggy and buggy days. Additionally it is important to know that Moose can be territorial. If you encounter a Moose while on foot it is important to slowly remove yourself from the area without aggravating the Moose further. Make your Foreman and those around you aware that there is a Moose in the area. If a Moose feels threatened it may mock charge you. In this case continue to back up and remove yourself from the area.

3. **Bears:** The most important safety measures you can take stems from prevention. (see Appendix Basic Training - Tree Plant)
1. While in camp do not keep garbage or scented items in your tent.
  2. Always use bear-proof garbage containers
  3. Keep Meat scraps in freezer until garbage gets taken to dump
  4. Wash garbage containers and dumpsters frequently
  5. Never feed bears
  6. Avoid feeding other wildlife such as birds
  7. Do not leave pet food outside
  8. If an outdoor grill is used, clean after use
  9. Pickup all fruit remains
  10. Keep camp clean, do not burn food scraps or fat drippings in the fire
  11. Bears lose their fear of humans through repeated exposure to humans where food is available: this can become destructive and dangerous
  12. Bears should only be destroyed when they have become a nuisance or are perceived as a threat to human safety

#### **Problem Bears**

- Black bears may become anxious or annoyed if they are crowded by people or dogs, or if intently focused on a food source. These bears will generally give many warning signs (they may make huffing or “popping” sounds, swat or beat the ground with their forepaws or even bluff charge) to let you know that they are too close.
- Mother Bears protecting their young
- Mother bears are rarely aggressive towards humans but they are protective of their cubs. The mother bears will generally give you many warning signs to let you know that you are too close.
- On Extremely Rare occasions, black bears, usually adult males, have attacked humans with the intent to kill and eat them. Predatory black bears may not make huffing or “popping” sounds, swat or beat the ground with their forepaws or perform bluff charges. Instead, they may press closer and closer to their intended prey assessing whether it is safe to attack.

#### **Bees**

- It is important to avoid Bee hives when working in the bush as bees, when feeling threatened can react by stinging you. For some a simple bee sting can be a life threatening injury.
- It is important to know who, if anybody, you are working with is allergic to Bees. A discussion should be had and documented outlining the persons condition and reaction to Bees, additional notes on their doctors recommendations are helpful.
- Ensure a person with allergies to bees has the appropriate medical equipment on them at all times.
- With permission from the worker, make the crew aware of the workers allergy and inform them of the proper procedure in the event of a sting.
- It is recommended that people with allergies to bees do not work on Brush Saw Thinning Operations.





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## SECTION V: Incident Prevention/Response Procedures

### 1. First Aid Program

Prompt attention to a minor injury by a person trained in First Aid reduces the possibility of infection or other complications. Immediate response to a severe injury by a person trained in First Aid reduces the possibility of infection or other complications.

Immediate response to a severe injury by a person trained in First Aid may

- reduce pain and suffering
- reduce the time required for the injury to heal
- reduce the potential or degree of a permanent disability
- save a limb
- save a life

### **First Aid Training**

#### **a) Workplace Safety & Insurance Act - Reg. 1101**

Regulation 1101 of the Workers Safety and Insurance Act requires that where there are not more than five persons working on a site one person must hold a valid St. John Ambulance Emergency First Aid Certificate (8 hrs. Training) or its equivalent. Where there are more than five on a site, Regulation 1101 requires that one person must have a St. John Ambulance Standard First Aid Certificate (16 hours training) or its equivalent.

#### **b) First Aid Requirements on Heritage Reforestation Contracts**

- i. To ensure prompt First Aid response by an adequately trained person in all situations, Heritage Reforestation requires that every person regularly employed at a work site will hold a valid St. John's Ambulance Standard First Aid Certificate. Heritage Reforestation will arrange for First Aid training annually as described in Section III.
- ii. All incidents that require First Aid will be documented using an Incident Report (*See Appendix B*)

### **First Aid Supplies Required on Heritage Reforestation Contracts**

#### **a) First Aid Supplies to be carried in Vehicles**

Each piece of mobile equipment working on Heritage Reforestation contracted lands and any vehicles used by Heritage for transporting workers must carry a First Aid Box (as described in Reg. 1101, Section 16 (2) ) which contains;

- a current edition of a standard St. John Ambulance First Aid Manual, 1 card of safety pins, 16 adhesive dressings, individually wrapped, 6 sterile gauze pads, 3 inches square, 4 rolls of gauze bandages, 3 inches wide, 2 sterile surgical pads suitable for pressure dressings, individually wrapped, 4 triangular bandage

#### **b) First Aid Supplies at camp and Heritage Reforestation property**

At each Heritage Reforestation bush camp site, and all permanent commercial buildings, there will be a level 2 first aid kit located in the kitchen/common area. (as described in Reg. 1101, Section 16 (2) ) which contains;

- 2 splint paddings, 48 Gauze Sponges, 6 Pressure bandages, 12 Triangular bandages, 28 Conform bandages, First aid Manual, 48 Plastic adhesive strips, 1 Plastic Kidney Basin, Wooden Splint, 2 Rolls of adhesive tape, 24 safety pins, 1 pair of Examination gloves

First Aid kits must be checked by the Health and Safety Rep on a monthly basis to ensure that they contain the required the contents. The list is passed on to the project supervisor to replenish First Aid Kits.

### **Fire Prevention Program**

1. All fire prevention policies must be in line with local and provincial fire codes.
2. Smoking - No employee shall smoke while walking in a forest or woodland.
3. Open fires - Open fires for cooking or for warmth will not be permitted during the fire season (April 1 to October 31).
4. Power saws
  - All power saws will be maintained and must have operable mufflers with spark arrestors.
  - Power saws must be allowed to cool off before refuelling.
5. Welding and grinding
  - No welding/grinding is allowed within 3 metres or 10 feet of a forested area or flammable material. It must also be done over mineral soil. If this is not possible, welding blankets must be used to protect the area.
  - No welding/grinding will be carried out within 8 metres or 25 feet of fuel storage or dispensing area.
  - No welding/grinding will be carried out unless fire extinguishers are readily available.
  - Wet down area before welding and have filled water extinguishers on hand.
  - Clean up any excess fuel spills, combustibles, or flammable liquids before welding, cutting or grinding. Ensure fuel caps are in place and secure.
  - A fire watch will be maintained during all welding operations and will continue for at least 30 minutes after the welding has finished.
  - During extreme fire hazards no outside welding/grinding will occur.
6. Mobile equipment
  - All heavy mobile equipment will be equipped with an operable fire extinguisher rated at least 6A 80BC and have a portable pack pump readily available ( "readily available" means on the machine, in the operator's truck or at the nearest skidway).
  - Operators will be responsible for checking fire extinguishers and pack pumps daily, and for signing the fire extinguisher inspection tag at least monthly.
  - All equipment will be checked daily for any accumulation of flammable material and cleaned as needed.
7. Fire equipment location
  - Every employee must know the location of all fire extinguishing equipment in his/her work area. The Ministry of Natural Resources and the Sustainable Forest Licence holder set minimum requirements for forest fire equipment in the Annual Work Schedule. The supervisor knows this information and will train everyone in it.
  - Fire extinguishers - on all equipment, as per insurance and equipment manufacturer specifications, in every company vehicle and at each fuel tank. Water filled extinguishers will also be available for use during hot work (welding, cutting, grinding)
  - Auto suppression systems - found on all tracked equipment except bulldozer.
  - Pack pumps - found on or nearby all equipment.
  - Fire pump and hose - a small water pump is available to wash equipment and can be used to fight fires. There are 60 metres or 200 feet of hose.
  - Buildings in town or mobile trailers (local fire department to be used in town)
  - Fire extinguishers - Found and clearly marked near an exit of all buildings/trailers.
8. Inspection of fire equipment
  - Any fire extinguisher, fire equipment or fire cache/trailer must be checked for readiness at the beginning of each contract.
  - Camp supervisors are responsible for ensuring they have the proper amount of working fire equipment before starting a contract.

- Operators of equipment will check readiness of fire equipment on their respective machines during daily circle checks (used or defective equipment is to be reported to the supervisor as soon as possible).

- Fire suppression systems on any equipment will be certified annually.

#### 9. Modified forest operations guideline

This Ministry of Natural Resources Guideline, based on the Forest Fire Prevention Act, limits the work that can be done on certain sites as the fire hazard ratings increase. All woodland companies must comply with these guidelines (private and Crown operations) to minimize the chance of starting a forest fire and to limit potential liabilities if one does start. The supervisor will contact the local Ministry of Natural Resources office each day to determine the current fire hazard ratings and set the day's work schedule accordingly.

There are 4 general modified work situations:

1. Normal - continue to maintain required fire equipment
2. Invoke prevention measures - have communications on-site, patrol forest for 1 hour after operations stop
3. Short shifting - operations must stop before noon and cannot commence until after 6:00 p.m.
4. Shut down - all operations must stop entirely until conditions improve.

These work guidelines can be applied differently to different types of operations depending on the work activities and the fire training and capabilities of the workers on-site. Contact your local Ministry of Natural Resources office for the Modified Forest Operations Guideline in your area, or for more information.

#### 10. Fire training

Employees need training on the use of fire prevention equipment and emergency procedures. Supervisors must provide workers with specific instruction on fire equipment locations initially and as those locations change and review fire prevention procedures in this policy as the fire threat increases.

### **Fuel Safety Program**

#### **Fuel procedures**

The Regulation 851 for Industrial Establishments requirements for the handling and storage of flammable liquids will be followed.

##### Storage and transportation

- Properly labeled and coloured fuel containers will be used to contain and transport flammable liquids.
- Containers will be stored outdoors in a proper storage area. They cannot be placed inside the passenger compartment of any vehicle.
- Fuel cache will be located on exposed dirt or gravel, 2m away from any vegetation.
- Fuel cache will have a sufficient barrier to prevent any accidental collision.
- Fuel cache will be posted with 'Authorized Personnel' and 'No Smoking' signs.
- The Transportation of Dangerous Goods requirements also apply when transporting any quantity over 2000 L. Only TDG certified employees may handle these quantities of fuel.

##### Handling

- Engines must be refuelled outdoors away from sources of ignition.
- Absolutely no smoking while dispensing fuel and machines or equipment must be shut off.

#### **Propane procedures**

##### Storage

- Propane tanks will be stored in a secure, ventilated storage area in the shade, away from sources of ignition or combustibles.
- Propane tanks will have WHMIS and Transportation of Dangerous Goods labelling.
- Storage area will be fenced off to all employees, but those trained in Propane Handling
- Storage Area will be posted with 'No Unauthorized Entry' and 'No Smoking within 10m' signs.

##### Handling

- Gloves and glasses must be worn while changing propane tanks.
- No smoking is allowed around the tanks. Equipment is to be shut off.
- Only trained employees shall change or otherwise handle a propane tank.

#### Transportation

- Propane tanks will be secured on a truck or trailer outside the passenger compartment and visible from the outside.
- The Transportation of Dangerous Goods requirements also apply for transporting any quantity over 400 L. Only TDG certified employees may handle these quantities of propane.

#### Appliances

- All propane appliances will be installed to CSA standards
- After all camp moves, all propane lines will be checked for leaks before lighting
- Only employees trained in Propane Handling can perform these checks, or otherwise use the appliance.

### **Slips, Trips, and Falls Program**

#### **Repetitive Injury Prevention**

This is especially important in planting and brushsaw operations. It is a very physically demanding job, and ergonomic practices are essential to maintaining a healthy workforce. Job specific training will include best ergonomic practices, injury awareness, and hazard awareness training. *(See Appendices D,E)* Also, the best available equipment for injury prevention will be used by all Heritage Reforestation employees.

#### **Slips and Trips Prevention**

Before beginning work on any site it will be examined for slip and trip hazards. Areas likely to cause an injury will be identified, and practices to safely complete these areas will be taken. Any area deemed especially dangerous may be passed over. In this case notify the supervisor so that he/she can discuss it with the client.

#### **Fall Protection**

Falls from an elevated surface can result in serious injuries. Areas of the workplace known to have work conducted at or above 3 metres will be recognized, and controls put in place to protect workers from falling.

No one is allowed to work on top of a machine or vehicle without the appropriate fall protection.

The company will ensure that workers who must work at or above 3 metres will have a fall protection system put in place. The company will also train workers who work at or above 3 metres on how to use the fall protection system that is in place.

Ladder usage - anyone using a ladder must ensure it is in good condition and that it is properly tied off at the top and solidly anchored on the ground. If work must be performed using both hands from the ladder, the worker must be tied off to the ladder as well.

Maintenance/repairs high up on machinery - the worker must use a personal fall arrest system that will safely stop the worker in the event of a fall from a height at or above 3 metres. The system must be comprised of CSA-approved personal protective equipment that includes a full body harness, an energy absorber, a lanyard or a self-retracting lifeline attached to an anchor point, and a secure point of attachment that is capable of withstanding the required loads in a free-fall situation.

### **Spill Prevention and Response Procedures**

#### **Purpose**

The purpose of this document is to establish standard operating procedures for all employees working on silviculture worksites in the event of a spilled pollutant.

## Legislation

Environmental Protection Act, Chapter E.19, R.S.O., 1990

Every person having control of a pollutant that is spilled and every person who spills or causes or permits a spill or a pollutant that causes or is likely to cause an adverse effect shall forthwith notify the following persons of the spills, of circumstance thereof, and of the action that the person has taken or intends to take (E.P.A - R.S.P, 1990, section 92)

## Concerns

Soil quality - contamination, water quality - contamination, health and safety, regulatory compliance, loss control.

## Definitions

“Spill” when used with reference to a pollutant, means a discharge, (E.P.A - R.S.O. 1990, section 91)

- a) into the natural environment,
- b) from or out of a structure, vehicle or other container, and
- c) that is abnormal in quality or quantity in light of all the circumstances of the discharge,

In order for a discharge to be considered a spill, the discharge must be caused by an abnormal event; e.g. Broken hose, fitting, cylinder, nozzle, ruptured tank.

## Heritage Reforestation Procedures

### Prevention

All employees must take all reasonable steps to prevent spills.

#### ***In the event that a spill occurs or is discovered;***

Any employee that discovers or causes a hazardous material to spill will take immediate action to:

- i. prevent further material from spilling,
- ii. contain the spill
- iii. prevent the spill from entering water,
- iv. prevent the spill from expanding on water

Any employee that discovers or causes a hazardous material to spill will report the spill to his supervisor immediately.

Upon discovery or notification of a spill the supervisor will immediately:

- i. initiate procedures to protect human health,
- ii. initiate procedures to contain the spill
- iii. initiate procedures to clean-up the spill
- iv. initiate procedures to prevent reoccurrence,

**Obtain outside advice and assistance in the case of a major spill. Assistance is available from the MOE.**

### Reporting

The immediate supervisor will complete and Accident / Incident report for all spills which exceed the volumes indicated in the Table 1. Following are the reportable levels for substances on our operation;

**Table 1 - Spills Reporting Levels**

Substance	Internal - Company	External - M.O.E.
Acetylene, Propane	100 litres	100 litres
Battery Acid	5 litres	5 litres
Diesel Fuel, Engine Oil,	100 litres	100 litres

Hydraulic Oil, Gasoline, Grease, Antifreeze, Waster Derived Fuel (Used Oil)		
Herbicide, Insecticide	All	All
Sewage	All	All

Note: Any spill to water must be reported

All fuel spills on highways require reporting to the Ontario Provincial Police.

1. The accident / incident report is submitted to the Area Supervisor for approval and distribution within 24 hours.
2. The area Supervisor is responsible for reporting to the M.O.E. And the Ontario Provincial Police. In the event the Area Supervisor is not available the senior staff member on site will fulfill his functions.
3. When completing accident / incident reports for spills the following information must be included:

Identification - Give your name, Company name, and telephone number of person completing report.	Date, time, location and duration of the spill
Location - where did the spill occur.	Identify of the material spilled
Material - What and how much was spilled	Quantity of the material spilled
Time - Date and time of the spill	Circumstances and cause of the spill
Details - How and why did the spill occur	Details of the containment and clean-up efforts.
Values - What values were affected / at risk (human health, water, property, land)	An assessment of the success of the containment and clean-up efforts
Action - What actions have been or are planned to be taken	The method used to dispose of or use the spilled material, or any other material affected by the spill, and the location of the disposal site.
	Any adverse effects observed as a result of the spill.

4. All records of spills will be retained on file by the Area Supervisor for a minimum of two years from the date of the spill.

### **Emergency Response Kits (Spill Kits)**

Emergency response kits are required to be present where all operations havr the above materials.

Spill kits for Skid or Wheel mounted fuel tanks (500 litres or greater) require:

- i. 50 absorbent pads 17 inches by 19 inches or the equivalent amount of peat absorbent or dry sawdust
- ii. four 10 foot by 3 inch absorbent booms
- iii. two shovels
- iv. one clean 45 gallon drum or similar container to hold contaminated material

If the skid or wheel mounted tank is less than 500 litres, the spill kit required is the same as the kits below

Spill kits for mobile fuel tanks in the back of pick-up trucks (less than 500 litres) require:

- i. 20 absorbent pads, 18 inches by 19 inches
- ii. one 10 foot by 3 inch boom
- iii. one shovel

Incident / Accident reports will document materials used from emergency response kits





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## SECTION VI: WHMIS, Camp Health

### 1. Definitions & Legislation

WHMIS stands for “Workplace Hazardous Materials Information System”  
WHMIS became law in Ontario by amendments to the Occupational Health & Safety Act  
Ontario is currently transitioning to the ‘Globally Harmonized system’ to replace WHMIS.  
Heritage Reforestation will stay up to date on new policy and will transition accordingly.

### 2. Purpose of WHMIS

- i. to provide all persons with information on hazardous materials in their workplace
- ii. to establish a system to identify the hazardous materials
- iii. ensure the same method of identification is used at every work sites

### 3. Responsibilities of Suppliers and Manufacturers Under the WHMIS Program

Suppliers and Manufacturers, are required to,

- i. classify all controlled products into at least one of the WHMIS classes
- ii. label all controlled products with a standard WHMIS label
- iii. supply the buyer/user with a Material Safety Data Sheet (MSDS)

All controlled products are identified as belonging in at least one of the six classes A to F (some classes have sub-groups). A standard distinctive symbol is assigned to each class in order that the type of hazard can be easily recognized.

The supplier is required to label all controlled products. The supplier's label is the first and most basic form of WHMIS hard warnings to employers and workers. Each label will carry at least one of the WHMIS symbols. The labels easily recognized by the cross-hatch border. It appears on all controlled products and provides basic information about the Health & Safety risks in using the product.

### 4. Material Safety Data Sheet (MSDS)

The supplier or manufacturer of a controlled product must supply the Employer with a current MSDS for each controlled substance.

By law each MSDS must carry pertinent information under the following headings for the protection of the worker;

- i. **Product Identification** - Identification of the product by generic name, trade name, brand name, common name, chemical name, code name or code number. You also need a description of the product use.
- ii. **Hazardous Ingredients** - Names, concentrations, and other details of known hazardous ingredients, and of other ingredients which the employer or supplier suspects may be hazardous or whose dangers to the body are unknown
- iii. **Physical Data** - Physical properties of the material, such as physical state (gas, solid, or liquid), odour, and appearance
- iv. **Fire & Explosion Hazard** - Information such as flashpoint of the material, and upper and lower flammable limits
- v. **Reactivity Data** - Details of stability and reaction to conditions such as light, heat, moisture, and vibration.
- vi. **Toxicological Data** - Adverse health effects from exposure
- vii. **Preventative or Safe Use Measures** - Instructions for safe use, handling, and storage.
- viii. **First Aid Measures** - Instructions for initial treatment of anyone overexposed to the material.

- ix. **Preparation Information** - Name, address, and telephone number of the person, group, or department which prepared the MSDS and the data of preparation.

Often supplies will include additional information under different headings.

### 5. Responsibilities of Heritage Reforestation Under WHMIS Legislation

- The employer must do a workplace inventory of all hazardous materials.

Every employer must go through his entire workplace and list all hazardous materials that are used. Only new purchases will be supplied with MSDS sheets and labels etc. This does not exempt the employer from older materials in his workplace falling under WHMIS. You are entitled to request the MSDS sheets from the suppliers in order to get the necessary WHMIS information even for old products in your workplace.

- The Employer must assess the danger of all hazardous materials in his inventory.

From these MSDS sheets and person knowledge, the employer must assess the danger of all materials in his workplace.

- The Employer must appropriately label all hazardous materials in his workplace.

Where the suppliers label is not fixed on the container, the employer must place a company label on all hazardous material containers. These are called "Workplace labels." These labels are designed by the employer and must be attached to all hazardous material containers in your workplace. These labels should contain at least these three things:

- i. Product identifier - the name of the product (common name, chemical name, generic name, trade name, brand name, code name or code number).
- ii. Safe Handling Instructions - what to do to avoid risk associated with the product. For example, "wear goggles" i.e., the equivalent of precautionary measures on a supplier label.
- iii. MSDS Statement - A statement that an MSDS is available for the product.

Employers must remember that many hazardous materials do not remain in the same container that they were purchased in. All hazardous material containers used in your operation must have your label on it, this includes gas cans, pails etc. The gas and fuel tags attached to carrying cans are examples of workplace labels. Local safety supply companies and stationary stores are good sources for the labels and tags required. A WHMIS Symbol is not required on a workplace label.

- The Employer must have an MSDS binder that is readily available to all employees

The employer must assemble all of his MSDS sheets (which he should have requested) into a binder. It is up to the employer how this binder is organized but it should be easy to find information on any product. This binder must be located in a spot that is readily accessible to your employees in the workplace. It is recommended that more than one binder be kept in order to always have a good copy available for updated. Every MSDS must be current and updated every three years.

- The Employer must inform and educate his employees about his WHMIS program

Perhaps the most important component of the WHMIS system is the employee training. You can put together the most elaborate and organized WHMIS system there is, but if your employees don't know what it is, where it is, what it all means, you don't have anything. The worker education program must include instruction in;

- i. The purpose and content of labels and MSDSs, and the significance of the information they contain.
- ii. Hazard information
- iii. Procedures for safe use, handling, storage, and disposal of hazardous materials
- iv. Procedures to be followed when fugitive emissions are present
- v. Emergency procedures for all situations involving a hazardous material

The training must be workplace specific and performance based. Under WHMIS legislation the employee training should be reinforced annually. Do not underestimate the importance of employee training in your WHMIS program. This training will be documented and kept on record for two years.

## 6. The Worker's Responsibilities Under WHMIS

- i. Must receive and learn the information on controlled products which the employer is required to provide
- ii. Must inform the employer when information about a controlled product is not adequate to ensure the worker's health & safety
- iii. Must apply what he has learned in his workplace

### Camp Health Program

The majority of work carried out by Heritage Reforestation is in remote woodlands locations. As a result workers often live in remote camps operated by Heritage Reforestation. A camp health policy is important to maintain a healthy and productive workforce. Even though every camp is somewhat different there are recurring potential health hazards that have been identified:

1. Restricted Areas: Generator, utilities trailer, fuel cache, kitchen (specifically propane stove), propane storage area.
  1. All restricted areas will be fenced off. Ear protection will be worn in the utilities trailer.
  2. All restricted areas will be posted with 'No Unauthorized Entry' signs.
  3. In the case of spill hazards (fuel cache) a physical barrier will be set up to prevent any accidental collision.
2. Sanitation: All personnel will wash their hands with soap and water before entering the kitchen or common area. Hand sanitizer will be used after the outhouse. Personal dishes must be washed and bleached immediately after use.
3. Trip Hazards: Greywater pits, cords, hoses etc. anything that can be tripped over will be either buried or fenced off.
4. Kitchen: the kitchen and potable water will be inspected and tested by the local health unit at each site.

These are the most common health hazards in a remote camp, however, it may not be comprehensive of every situation. All workers must know that they can report a hazard to their H+S rep, or supervisor at any time. The worker's concern will be examined by either the supervisor or H+S rep within 24 hours, and action to alleviate the concern will take place within 3 days.



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## SECTION VII: Accidents, Evacuations, Reporting & Investigation

### Evacuation of Injured Personnel

- Know the Location of the Nearest Emergency Evacuation Site
- This is the responsibility of Heritage Reforestation Supervisors.
- The supervisor is responsible for ensuring that all contractors working directly under his/her direction are aware of the nearest Emergency Evacuation Site, the preferable route to that site and the Emergency Evacuation Procedures. This information should be presented in writing at the time the contractor enters the area.

#### Emergency Evacuation Procedures Instructions

The following list of instructions shall be used in the evacuation of an injured person from any silviculture operations or any other person that may need assistance through these means.

Step 1: Determine the extent of the injury, (patient assessment). Can the individual be given basic First Aid and then taken to the hospital by truck, or is the injury of a more serious nature which requires professional assistance?

Step 2: Notify the supervisor and provide information on where the patient is, the nature of the injury, the Job Site Location or the closest pre-numbered Emergency Evacuation Site. Also, provide information on accessibility to the patient.

Step 3: Take measures to open lines of communication with parties privy to the operation.

Step 4: If the patient requires professional assistance and may be moved from the accident site, transport to the nearest Evacuation Site. If the patient cannot be moved send someone to the Evacuation Site to meet the Emergency Response Personnel and direct them to the accident site.

Step 5: Administer First Aid until Emergency Response Personnel arrive. Preserve work area to facilitate a proper accident investigation without compromising personal safety

Step 6: Upon arrival of Emergency Response Personnel stand by to assist when needed and to answer any questions.

### Definitions and Classifications of Injuries

The following definitions are established by the Occupational Health & Safety Act and the Workplace Safety and Insurance Act, to classify any given injury at the time that it is first reported. In many cases it will be difficult to make an accurate decision based on the limited amount of information available soon after an accident. Also, the medical status of the accident victim may change as time goes by.

**Fatality:** A “fatality” is an incident in the workplace resulting in the loss of life.

**Critical Injury:** For the purposes of the Act and the Regulations, “critically injured” means an injury of a serious nature that, (O.H.S.A. - R.S.O. 1990, Reg. 834)

- a) places a life in jeopardy;
- b) produces unconsciousness;
- c) results in substantial loss of blood'
- d) involves the fracture of a leg or arm but not a finger or toe;
- e) involves the amputation of a leg, arm, hand or foot but not a finger or toe;
- f) consists of burns to a major part of the body; or
- g) causes the loss of light in an eye.

**Medical Aid Injury (Sometimes called Serious Injury):** Medical Aid Injuries are serious injuries that are less severe than “Critical Injuries”. In these cases, the victim requires medical assistance greater than First Aid Treatment at the worksite and/or cannot return directly to work

**Occupational Illness:** For the purposes of an incident form, an “occupational illness” is any situation in which the employer is advised that a worker has an occupational illness or that a claim in respect of an occupational illness has been filed with the Workplace Safety and Insurance board. e.g. Hearing disability

**Lost Time Injury:** A “lost time” injury is a serious injury that is less severe than a critical injury. Such injuries result in time off work beyond the day of the incident, a loss of wages, or a permanent disability.

**First Aid:** The term “First Aid” is used here to refer to injuries of a minor nature which do not fit the above descriptions and in which the injured workers receives attention from a first aider (including themselves) and returns immediately to his work.

### **Preserving Evidence at the Scene of a Fatal or Critical Accident**

All of the persons at the scene of the accident are responsible to ensure that as far as reasonably possible the scene of the accident remains as it was at the time of the accident, until it is released by the Ministry of Labour Inspector. Examples; a chain saw involved in the accident may be shut off but it should not be moved or otherwise touched, except to assist the injured person; a piece of mobile equipment involved in an accident may be moved only to the point necessary to free the victim and then shut off, but it should not otherwise be touched. Violation of this requirement will almost certainly result in charges being laid against the individual of the employer responsible.

### **The Company's Responsibility for Reporting Accidents**

**Reporting a Fatality or Critical Injury (see Quick Reference inside the front cover of this manual).**

- i. The Company must ensure the following are notified immediately.
  - the Ministry of Labour at 1-800-461-7268. After regular office hours, on weekends or holidays call the Spills Action Center at 1-800-268-6060 (As per agreement between the Ministry of Labour and the Ministry of the Environment)
  - If it is or appears to have the potential to become a fatality, notify the Ontario Provincial Police at 1-888-310-1122
  - The Heritage Reforestation supervisor
  - The workplace health and safety representative
- ii. Within 48 hours of the accident forward to the Director of the Ministry of Labour
- iii. Within 3 days of the accident complete the Workers' Compensation Form 7 and forward it to the Workplace Safety and Insurance Board.
- iv. Carry out investigation as per Item 7b of this section.

### **Reporting Medical Aid or Lost Time Accidents**

- i. Complete and give to the worker, the Treatment Memorandum Form 156
- ii. Within 3 working days complete the Workers' Compensation Form 7 and forward it to the W.S.I.B. At the address shown in Item 6 a) iii. Above
- iii. Inform the Safety Committee or the Safety Representative as soon as practical
- iv. Carry out investigation as per Item 7(c) of this section

### **Reporting First Aid Treatment**

The worker is required to report any accident requiring First Aid to the Employer/Contractor. The Contractor is required by the WCB to keep a record of all First Aid Treatments on the chance that it may result in a W.C.B. Claim or other problems in the future. There is no requirement for the Contractor to report First Aids.

### **Reporting Occupational Illness**

If the Company is informed that an employee has an occupational illness or has filed an occupational illness claim with the W.S.I.B. The Contractor must;

- i. notify the Director - Ministry of Labour (see address in 6 a) ii. in this section)
- ii. notify Heritage Reforestation supervisor
- iii. inform the Health & Safety Representative

### **Reporting Close Calls / Near Misses**

In case of a Close Call / Near Miss the Contractor must;

- i. immediately notify the Health & Safety Representative
- ii. within 4 days notify the Supervisor forwarding a completed copy of the report in Appendix.  
A COPY OF ALL ACCIDENT REPORTS MUST BE KEPT FOR AT LEAST ONE YEAR.

### **The Company's Responsibility In Accident Investigation**

The Company is responsible for investigating all fatal, critical, lost-time, medical aid and lost time accidents. Near-misses are also to be investigated at the discretion of the supervisor or JHSC.

### **Purpose of The Investigation**

The purpose of an accident investigation is to:

- learn why the accident occurred
- determine how it can be prevented from happening again

The purpose of the accident investigation is NOT to establish blame.

### **Investigating Fatal or Critical Injury Accidents**

The Ministry of Labour Inspector will investigate all fatal or Critical Injury accidents. In the case of a fatality the accident will also be investigated by the O.P.P. The Company, however, is still responsible for conducting his/her own investigation.

Within 3 days of the accident the Company will convene an Investigating Committee composed of the following persons;

- The Company - Chair
- Company's Health & Safety Representative, Member of the Safety Committee or another person representing the other workers at the site
- In the case of a critical injury the injured person may attend. If he/she cannot attend, statements should be taken where possible prior to the investigation

Witnesses and persons with expert knowledge who may contribute to the investigation should be interviewed separately by the Investigating Committee. (In the case of a fatality the O.P.P. And the

Ministry of Labour Inspector will take statements from witnesses in private - These written statements may, depend on the circumstances, be made available to the Contractor's Investigating Committee.)

The Accident Report shown in the Appendix should be used as a guide in conducting the investigation and it must be completed and signed by the Investigating Committee. If a member of the Committee is not in agreement with the finding of the Committee, that person should present his/her objection in writing and the Chair must attach it to the report.

All witnesses and other person involved in the accident or its investigation may be called to give evidence at a Coroner's Inquest or in a court of law if charges are laid. All notes etc. That might be of use in this regard should be retained.

### **Investigating Medical Aid and Lost Time Accidents and Close Call/Near Misses**

As soon as possible after the accident/incident the Company must carry out an investigation. In carrying out the investigation he/she shall include the injured person or the person(s) involved, the Safety Representative or another representative of the persons on the work site. The Accident Report shown in the Appendix should be used as a guide in conducting the investigation and it must be completed and forwarded to the Heritage Reforestation Company supervisor within 4 days of the accident/incident.

### **Incident Follow-Up, Return to Work Procedures**

All incidents, from fatal to near-miss will be reviewed at the monthly health and safety meeting. Recommendations to policy and procedures that result from these meetings will be implemented as soon as reasonably possible.

### **Return to Work**

Getting injured employees safely back to work as soon as possible is beneficial for everyone. This policy establishes channels of communication between the company and the injured employee and encourages him/her to return to light duty jobs/tasks (if any) as his/her medical condition allows.

- The company will inform the Workplace Safety and Insurance Board (WSIB) that it has a return to work program when an employee suffers a lost-time injury. The company will also contact the injured worker on a weekly basis until he/she has returned to work.
- The injured employee will cooperate with the company in submitting and obtaining appropriate documentation and in returning to work for light-duty jobs that are offered and that he/she is medically able to do.
- The injured worker continues to receive the same rate of pay while on light duty work that he/she received before the injury.
- Any injured worker unable to return to work will be contacted regularly by the company to determine the availability of the worker to return to work on light duty or in his/her regular job.

### **Main steps in the return to work program**

1. The injured worker will notify the attending physician that this company has an early and safe return to work program and ask for a functional abilities form to be filled out by the physician. This completed form will be submitted to the company.
2. The injured worker will stay in touch with the company on his/her health status, while the company prepares and identifies light-duty work that meets the functional abilities form.



3. When the injured worker returns to work on a light-duty job, the supervisor will monitor daily the injured worker's ability to do the light-duty job safely.
4. If problems occur that jeopardize the injured worker's healing process, then the tasks in question will stop, and other more suitable light-duty work may be attempted. If none exists, the worker will go home and continue to receive compensation until his or her condition improves or a suitable job is found.
5. The exit strategy involves a doctor's visit that clears the now fully recovered worker to return to his or her pre-injury job.



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## **SECTION VIII: Audits**

To ensure compliance with the Act and the Heritage Reforestation Health & Safety Program, regular audits will be carried out at all work sites on lands contracted to Heritage Reforestation Inc.

### **1. Audits by Heritage Reforestation Company Supervisors**

#### **a) Safety Infraction Reports (see Appendix B)**

- i. Each supervisor, as part of his/her normal routine while on silviculture sites, will be watchful for infractions of safety procedures. The "Safety Reminder" provided in the Appendix will aid in safety awareness. When an infraction is noted a copy of the Safety Infraction Report will be completed. The original of the completed report will be given to the contractor or the worker's supervisor, one copy will be forwarded to the Heritage Reforestation head office and one copy will be retained by the person completing the report.
- ii. Commencing in 2012, Heritage Reforestation will record all Safety Infraction Reports and will publish by April 30 of each year a report for the previous twelve months which will analysis safety infractions by:

- type of infraction
- by reporting supervisor

#### **b) Semi Annual Audits by Heritage Reforestation Supervisors**

Twice per year, preferably at six month intervals, a Heritage Reforestation supervisor will conduct an audit at each site he/she is responsible for utilizing the Heritage Reforestation Inc. Safety Audit as shown in Appendix. Copies of the completed audit forms will be forwarded to the Heritage Reforestation Inc. Management.

### **2. Annual Review and Analysis of Safety Performance**

Heritage Reforestation will review audits, safety infraction reports, etc. To determine safety performance at the end of each fiscal year. After this meeting, any changes recommended for this manual will be researched and inserted before the beginning of the next work season.



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## APPENDIX

APPENDIX A

## Health and Safety Policy

Management of Heritage Reforestation Inc. is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. Heritage Reforestation Inc. will make every effort to provide a safe, healthy work environment. All supervisors and workers must be dedicated to the continuing objective of reducing the risk of injury.

Heritage Reforestation Inc. as employer, is ultimately responsible for worker health and safety. As president of Heritage Reforestation Inc. I give you my personal promise that every reasonable precaution will be taken for the protection of workers.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible for ensuring that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety.

Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the company.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization, from the president all the way down to the workers.

Signed: \_\_\_\_\_

Owner/Operator

Date :

APPENDIX B

Heritage Reforestation Inc. Safety Infraction Report

---

Person Reporting Infraction: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name of Worker: \_\_\_\_\_ Date of Infraction: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Location Where Infraction Occurred: \_\_\_\_\_

Explanation of Infraction: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Corrective Action to be taken by Employee: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_



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**Injury/incident investigation report**

Date of Inc: \_\_\_\_\_ Time: \_\_\_\_\_ Location:

\_\_\_\_\_

**Type of Event(s):**

Injury / Incident / Property damage / Fire / Chemical spill / Other

\_\_\_\_\_

**Type of Injury(s):** First Aid/Medical Aid/ Critical / Lost Time / Occ. Illness / Fatality

**Brief Description of Injury:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Equipment Involved:**

\_\_\_\_\_

**Victim/Equipment Background Information:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

**Description of Incident:**

\_\_\_\_\_

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## APPENDIX C

# Worker Orientation and Training

## PURPOSE

To have all employees receive documented orientation and training so they clearly understand all tasks, duties and responsibilities.

## INTRODUCTION

It is important that all employees receive task specific training so that they understand their responsibilities and any potential hazards. Typically, after an accident, the level of training is the first question asked in an investigation. An important part of any employer's due diligence is to ensure the proper training has taken place, and that this training is documented. Each operation performed by Heritage Reforestation requires a unique training program, as each operation will contain somewhat different potential hazards. All Heritage Reforestation employees shall undergo basic training that applies to all company operations, and are inherent to work in the bush. As an employee begins work in each operation they will receive more specific training. This training will be recorded in the tables entitled "ORIENTATION & TRAINING".

Note: Any employee who advances to a new or different management position will receive more in-depth training, as their health and safety responsibilities increase.

## DUTIES & RESPONSIBILITIES

Heritage Reforestation Inc. is responsible for ensuring that all employees receive documented orientation and training in a timely manner.

The Orientation and Training schedule identified in appendix D (basic/planting), will be followed for all Heritage Reforestation employees. The Orientation and Training schedules identified in appendices E (brushsaw), F (heavy equipment), and G (management) will be followed for any employee beginning work in the applicable position.

In certain positions where outside training and certification is required, proof of certification must be shown and documented.

## APPENDIX D

### BASIC TRAINING - (Tree Planter)

- Personal Protective Equipment (Section IV-1)
  - ✓ CSA Approved Hard hats, Work boots and hi-vis are required for all operations
  - ✓ ATV helmets required when riding an ATV
  
- Chicot Awareness and Safe Operating Procedures (Section IV-5)
  - ✓ Whenever working in the bush, dead trees and chicots are always a potential hazard.
  - ✓ Always be aware of overhead potential hazards and avoid spending time underneath.
  - ✓ Be especially cautious in high wind and storm conditions. Don't be afraid to return to the road in these conditions.
  
- Navigation/Working Alone Safe Operating Procedures (Section IV-11)
  - ✓ The nature of tree-planting means 'working alone' in the bush.
  - ✓ You should always be within earshot of another employee, both for your safety and theirs. When/if you must work outside of earshot of any other employees, have a plan with your crewboss to regularly meet/check-in.
  - ✓ Always have a designated meeting place to meet your crew boss at the end of the day, or in case of an emergency. Typically, this is the nearest cache (where trees are stored).
  - ✓ Before starting work familiarize yourself with the layout and shape of your piece. This will help you if you become disoriented.
  - ✓ If you get disoriented or lost, get to the nearest elevated ground (could be a stump or even boulder) and listen. You should never be out of earshot of another employee.
  
- Bear Awareness and Problem Animal Procedures (Section IV-12)
  - ✓ Take preventative measures to avoid interaction with Bears.
  - ✓ All planters should carry a whistle with them at all times. Bear bangers and bear spray is encouraged.
  - ✓ Remove all scented items from your tent or trailer and put them in the designated area in the Mess Hall Trailer.
  - ✓ Listen for any Bear sightings in or near your camp and on the work site.
  - ✓ If you encounter a bear; do not panic; assess the situation. Never approach the Bear. Ask yourself, has the bear noticed I am here? If not, slowly back away from the area, heading towards the road. Do not turn your back to the bear at anytime. If you are near a vehicle, get inside it as a precaution.
  - ✓ If the bear was attracted to food or garbage, make sure it is removed after the bear leaves to discourage the bear from returning.

- ✓ If the bear has noticed you and seems interested in you, stop, face the bear, do not run. If you are with others stay together and act as a group. Make sure the bear has a clear escape route. Stand up on the highest terrain you can find - a rock, a log, a stump etc. Get on the closest piece of high ground you can find, start yelling at the bear, wave your arms. Keep yelling and waving until the bear runs off. If the bear comes closer, do not run, continue to yell. Use your whistle as much as necessary.
  - ✓ Do not play dead at anytime. Instead, the idea is to be aggressive and persuade the bear to leave.
  - ✓ Do not try to climb a tree.
  - ✓ A bear may stand upright to get a better view, making huffing or “popping” sounds, swat the ground with its forepaws or even bluff charge. These are a bear’s way of telling you that you are too close. Back off and give the bear more space. If the bear comes within range, use pepper spray if you have it.
  - ✓ Once the bear leaves the area stay calm and get to the road, notify your foreman and the people around you of the bear sighting. Explain your interaction to your foreman and be prepared to fill out an incident report ASAP.
- The HRI Fire Prevention Program (Section V-2)
  - ✓ One fire pump pack is required for every 4 employees. Know the location of your nearest fire cache.
  - ✓ Review Emergency Evacuation Routes with your Foreman.
  - ✓ For the purposes of immediate evacuation, know the location of your crews' vehicle
  - ✓ Be aware of your camp's Emergency Evacuation Plan
  - ✓ If you smell smoke notify your foreman immediately as well as those around you.
- Motor Vehicle Safety Procedures (Section IV-6)
  - ✓ One of the greatest safety hazards is driving, especially on active logging roads.
  - ✓ Always ensure you have the appropriate radio frequency for the logging road you are driving on.
  - ✓ Do not do anything that could distract the driver from paying attention to the road.
  - ✓ Participate in keeping the vehicles clean, so that easy access to first aid and fire extinguishers is constant.
- The HRI Slips, Trips, Falls, Falls, and MSD Prevention and Response Procedures (Section V-4)
  - ✓ The most common injuries involved with planting are related to the long term, and repetitive nature of the job.
  - ✓ How to hold and swing the shovel to avoid tendonitis.

- ✓ How to properly fit and adjust planting bags to minimize back strain.
- ✓ Operations in the Field
- ✓ Potential trip and fall hazards and how to avoid them.
- ✓ Hazard assessment and recognition before beginning work on any piece.



## APPENDIX E

### Brushsaw - Thinning and Tending

- Personal Protective Equipment (Section IV-1)
  - ✓ In addition to the basic PPE, eye protection and ear protection are required.
  - ✓ A logging style hard hat fitted with earmuffs and a visor are recommended.
  
- Brushsaw Safe Operating Procedures - Starting the Saw (Section IV-4)
  - ✓ Find a stable flat surface, for starting the saw.
  - ✓ Be sure to be at least 3m away from gas cans, and at least 5m away from any other person.
  - ✓ Put a log under the shaft so the blade is elevated.
  - ✓ With your foot stabilizing the saw, pull the pull cord.
  - ✓ Return the saw to an idle before picking it up.
  
- Brushsaw Safe Operating Procedures - Handling the Saw (Section IV-4)
  - ✓ Always keep both hands on the saw. This single action prevents the large majority of possible saw hazards.
  - ✓ Remain on stable footing. If it is required to climb a slash pile, cliff etc. shut the saw off until you are back on stable ground.
  
- Brushsaw Safe Operating Procedures - Saw Maintenance (Section IV-4)
  - ✓ Clean the air filter on the saw daily.
  - ✓ ALWAYS maintain a sharp blade. Using the saw with a dull blade WILL result in saw damage.
  
- The HRI Fuel Safety Program (Section V-3)
  - ✓ Use proper fuel handling techniques when refueling your saw.
  - ✓ No smoking near gas cans.
  - ✓ 50:1 mix of premium gasoline and mixing oil is required for the saws. Failure to mix properly will result in poor saw performance, and/or damage to the saw.
  - ✓ Use approved containers only for transporting gasoline.
  
- The HRI Fire Prevention Program (Section V-2)
  - ✓ NEVER smoke in a cut block
  - ✓ Smoke on the road only, ashing over exposed dirt or gravel
  - ✓ Start your saw 3m away from where you refueled.
  - ✓ Your supervisor will notify you when modified operations are in effect.
  - ✓ Keep your spark arrestor in good working condition.





## APPENDIX F

### Heavy Equipment Operator

- The HRI Safe Operating Procedures for Heavy Equipment (section IV-2) will be reviewed and practiced in the field;
  - ✓ PPE
  - ✓ Mounting and Dismounting
  - ✓ Machine specific circle check
  - ✓ Travelling roads
  - ✓ Danger Zone
  
- The HRI Fuel Safety program (section V-3) will be reviewed and practiced in the field:
  - ✓ Storage and labelling
  - ✓ Safe refueling procedures
  - ✓ Handling and Transportation (TDG certification may also be required)
  
- The HRI Steep Slope Operating Procedures (Section IV-7 and Appendix K) will be reviewed and practiced in the field;
  - ✓ Risk assessment
  - ✓ Planning and Operational Responsibilities
  - ✓ Machine Specific Practices
  - ✓ Documentation and Review
  
- The HRI Machine Repairs Safe Operating Procedures (Section IV-9) will be reviewed and practiced in the field:
  - ✓ Safe Blocking, Lock-out
  - ✓ Gaurds
  - ✓ PPE
  - ✓ Spill prevention
  
- The HRI Lock-Out Safe Operating Procedures (Secion IV-10) will be reviewed and practiced in the field
  - ✓ Zero Energy State
  - ✓ Lock-Out Tagging system
  - ✓ Un-Locking procedures
  
- The HRI Fire Prevention and Emergency Response Procedures (Section V-2) will be reviewed and practiced in the field:
  - ✓ Required Fire Equipment
  - ✓ Saws, Welding, and Grinding
  - ✓ Modified Operations
  
- The HRI Spill Prevention and Emergency Response Procedures (Section V-5) will be reviewed and practiced in the field:
  - ✓ Spill Prevention
  - ✓ Spill Containment
  - ✓ Clean-up

✓ Reporting



## APPENDIX G

### Crewboss and Management

- Transport of Personnel and Vehicle Safety Operating Procedures (Section IV-6)
  - ✓ Safe driving practices are paramount to the Heritage Reforestation Inc. health and safety policy.
  - ✓ 70 km/h is the speed limit on major logging roads, and 50 km/h on secondary logging roads.
  - ✓ Fast or unsafe driving will not be tolerated. First offence is a written safety infraction, second offence is an immediate \$100 fine, and third offence is unpaid suspension.
  - ✓ CB radio protocol. Proper use of CB radios is essential for safe driving on logging roads.
  
- ATV Safe Operating Procedures (Section IV-8)
  - ✓ ATV proficiency will be tested prior to each season.
  - ✓ An ability to safely maneuver and control the ATV must be demonstrated prior to the season.
  - ✓ Check and maintain ATV trailers before each use. Especially, with the use of a passenger trailer.
  - ✓ Ensure Quad helmets are worn at all times.
  - ✓ Never transport people on the ATV unless the Operational Manual indicates it is safe to do so.
  
- The HRI First Aid Program (Section V-1) as well as outside certification:
  - ✓ All crewbosses are required to have St. John's ambulance first aid certification, or equivalent. This is to be renewed annually.
  - ✓ Proof of certification must be shown before the start of each season.
  
- Accident and Evacuation Procedures (Section VII-1)
  - ✓ All clients of Heritage Reforestation Inc. (forestry licensees) annually develop an Emergency Response Plan. Be aware and knowledgeable of these plans.
  - ✓ Always know the nearest emergency response site.
  - ✓ Always know the quickest way to call emergency services for help.
  - ✓ Always keep a copy of the Emergency Response Plan readily available.
  
- Additional Training:
  - ✓ Heritage Reforestation Inc. will require some individuals to receive additional certifications. Not all management will need the additional training, but several people in each camp are needed. Proof of training must be available.
  - ✓ Propane handling certification.
  - ✓ AZ, CZ, G licences.

- ✓ Transportation of Dangerous Goods certification.
- ✓ Chainsaw certification
- ✓ MOL Supervisor Awareness



APPENDIX H

## Heritage Reforestation Inc. Safety Audit Report

Date Revised: December 13, 2011

Date of Audit: \_\_\_\_\_ Time Started: \_\_\_\_\_ Time

Finished: \_\_\_\_\_

Location: \_\_\_\_\_ Project Supervisor: \_\_\_\_\_

Audit Conducted by: \_\_\_\_\_

Worker Audited (where applicable): \_\_\_\_\_

	YES	NO	Notes
Is there a copy of the HRI Safety Policy readily available?			
Has the appropriate Worker Orientation and Training taken place, and been documented?			
Are fuel caches compliant with SOP Appendices J and K?			
Does management understand the appropriate ERP?			
Is there adequate First Aid supplies on site?			
Is the proper PPE being used by all workers on-site?			
Is the proper fire equipment on site, and is it in good working condition?			
Is there any indication of unsafe driving practices?			

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Action Taken:**

\_\_\_\_\_  
\_\_\_\_\_



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## APPENDIX I

### Steep Slope Operating Procedures

#### Part 1 - Risk Assessment/Planning

The steep slope hazard assessment must be completed by a *qualified* person. A qualified person is knowledgeable of the work, the hazards involved and the means to control the hazards, by reason of education, training, experience or a combination thereof. The assessment must be completed before harvesting operations commence. Completing the assessment and developing a plan in advance of operations enables the opportunity to schedule the correct machine and operator, and affords time to revise the plan, and secure any necessary amendments.

1. Complete the top part of Page 1 to include important administrative information.
2. Have a copy of a map that accurately shows block boundaries, roads, steep slope sites, plus other key features (e.g. the preliminary steep slope assessment map, current layout map, cutting permit map, etc.).
3. Field review (walk) the area planned for mechanical operations. Identify areas suitable for mechanical operations, particularly those with slopes / characteristics that pose machine stability risks.
4. At each site, consider each Machine Stability Factor and evaluate site characteristics to determine the extent that they will impact machine stability and/or traction.
5. In the "Comments" column, record measurements and other information to support the risk rating and provide information that will be useful in developing operational plans.
6. Based on site attributes, assign a risk rating for each Machine Stability Factor.
7. Identify other site and environmental factors that will influence machine stability / traction (e.g. convex slopes, bluffs, draws and gullies, benches for machine trails, access or escape, etc.). Assign a risk rating.
8. Consider the following as each may confer operational limitations or hazards: soil disturbance and site degradation limits, Silviculture Prescription, retention objectives, riparian management, adjacent danger trees, upslope terrain stability or avalanche risk. If relevant, identify on page 1 and assign a risk rating.
9. Consider the risk rating for each Machine Stability Factor, plus relevant information as per steps 7 and 8 above to develop an Overall Machine Stability Risk Rating. Typically, where more than three (3) Machine Stability Factors indicate a score of "High", the Overall Machine Stability Risk Rating will be High.
10. On Page 2, considering the Overall Machine Stability Risk Rating and available logging equipment / methods options, identify the **additional** (i.e. in addition to Safe Work Practices described in Parts 2 and 3 of this document) controls that will be necessary to apply to eliminate or mitigate hazards. Page 2 identifies

various common controls the planner might consider and specify using the appropriate check-box, and it provides space to describe specific control measures.

11. If the risk to mechanical operations cannot be adequately controlled, identify and map as a "No Go" area.

Consider building an alternate harvest plan or amending boundaries to designate as WTP, or exclude.

12. Develop a clear, concise Steep Slope Plan map that accurately identifies the location of steep slope sites.

Attach it to the completed Steep Slope Plan and/or to the overall logging plan for that unit.

**STEEP SLOPE HAZARD ASSESSMENT TOOL**  
**PAGE 1**

<b>DAT</b>		<b>LICENSEE /</b>	
<b>LICENSE/</b>		<b>SITE SUPERVISOR OR</b>	
<b>CB</b>		<b>CONTRACTOR</b>	
<b>BLO</b>		<b>SITE OR SUB-</b>	
		<b>AREA</b>	

<b>MACHINE STABILITY</b>	<b>Lo</b>	<b>MODERATE</b>	<b>HIG</b>	<b>COMMENT</b>
SLOPE & SLOPE LENGTH,	40 to 50% <b>and</b> Slope Length <50 metres	40 to 50% <b>and</b> Slope	>50% <b>and</b> Slope Length >10 Metres	
SLOPE & SLOPE LENGTH,	35 to 45% <b>and</b> Slope Length <50 metres	35 to 45% <b>and</b> Slope Length >50 metres	> 45% <b>and</b> Slope Length >10 metres	
TERRAIN STABILITY /	No instability Indicators <b>and</b> slopes	Instability Indicators <b>and</b> slopes <50%	Slopes >50%	
GROUND ROUGHNESS INCLUDES BOULDERS, ROCKY OUTCROPS, HUMMOCKS,	<30% of steep slope area covered by roughness	30 to 50% of area covered by roughness features	>50% of steep slope area covered by roughness	
SOILS	Well-drained (e.g. gravel, coarse sand)	Moderately well-drained (fine sand, silt); indicators of	Poorly-drained or saturated (silt, clay), high water table	
SOIL DEPTH	>30 cm to bedrock	15 to 30 cm to bedrock	Thin soils (less than 15 cm), or	
PRE-EXISTING AND POST- HARVEST	Open understory, no windthrow	Moderate downed timber, understory,	Heavy downed timber, understory, stumps	
DURATION OF EXPOSURE	Lo	Moderate	Hig	
WORKER ISOLATION - TIME FOR	< 15 minutes	15 to 30 minutes	> 30 minutes	
HAZARDOUS ENVIRONMENTAL FACTORS				

OTHER SITE FEATURES / FACTORS (E.G. UPSLOPE HAZARDS, \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>TIMBER HEIGHT</b>	<b>TIMBER</b>
<b>AVERAGE STEM</b>	<b>MAXIMUM STEM</b>

**OVERALL MACHINE STABILITY RISK RATING: \_\_\_\_\_**  
 3 OR MORE "HIGH" RATINGS RESULTS IN "NO GO" UNLESS ADDITIONAL MEASURES ARE TAKEN (SEE PAGE 2).

**QUALIFIED ASSESSOR :** \_\_\_\_\_ **SIGNATURE :** \_\_\_\_\_

## Part 2: Planning and Operational Responsibilities

### Planning

- Receive, review and consider preliminary steep slope hazard information received from the site owner.
- Conduct (or direct a qualified person to conduct) a thorough field review using the steep slope hazard assessment form (e.g. as in Part 1) and resulting in a **steep slope plan** that is practical and achievable. **OR** If the employer receives a completed steep slope hazard assessment and/or a plan (e.g. from the site owner), verify information is correct, accurately mapped and operationally feasible.
- Conduct these steps far enough in advance of operations that any required amendments or revisions can be achieved.
- Ensure the steep slope plan considers all machine stability variables (e.g. as identified in the risk assessment) as each relates to a regulatory requirement or best practice, and that maps adequately show information relevant to machine stability.
- Build a plan in which operations in one phase compliment operations in the next phase.
- Before commencing operations, update steep slope plan maps to show any previously unidentified hazards and the resulting changes to the plan.
- Identify the manufacturer's maximum slope operating stability limit for logging equipment (if any is known or provided); review the manufacturer's specifications for machine capabilities (lift capacity, reach, etc.).
- Ensure any specific modifications are designed / approved by an engineer.
- Engage and assign competent, experienced operators with a safe work record.
- Assign qualified site supervisor(s), instruct them regarding the nature and frequency of their field supervision, and identify them on the harvest plan / pre-work. Instruct supervisors on the process to apply to correct operator deviations from plan / procedures.
- Establish procedures to deal with equipment breakdown, difficult or precarious situations, and upset conditions. General or specific measures may exist in the employer's emergency response procedure, but should be further customized to site-specific conditions, and reviewed / recorded at the steep slope pre-work meeting. See Appendix 5 Steps for Dealing with Breakdowns & Emergencies for a few possible steps.
- Instruct the supervisor(s) on procedures to manage previously identified risks and changing conditions, and requirements for supervisor field checks, man-check frequency, mandatory operator rests, etc.

## Operational Responsibilities

- Review the steep slope plan and walk significant risk areas before directing operators to begin. Operators should participate in the field review. Together, they should verify operating slope percentages with a clinometer, and that harvesting / extraction methods identified on the steep slope plan are appropriate.
- Verify specified equipment is on-site and suitably equipped / configured as per the plan.
- Confirm designated operator (i.e. with necessary steep slope training, experience) is on site.
- Mark significant hazard areas in the field ahead of operations to warn operators against inadvertently venturing onto high risk areas (e.g. during nightshift operations or poor visibility). Identify the marking system used on the plan and/or on maps.
- Before work commences, hold a pre-work meeting to review the steep slope plan and maps with the operator(s), including
  - Orient operators to maps (direction, block boundaries, roads, landmarks, etc.)
  - Review NO GO zones, site-specific hazards (field and map), wildlife tree patches, leave patches / trees, riparian zones, field marking strategy, etc.
  - Identify starting point and schedule of operations.
  - Discuss how to deal with previously un-identified hazards and changing conditions.
  - Discuss frequency of supervisor visits.
  - Identify the man-check frequency appropriate to risks, check-in person (supervisor or other worker on site) and the contact method (e.g. 2-way radio, cell phone, etc.).
  - Identify the frequency of mandatory operator rests.
  - Confirm a machine inspection has been completed, required maintenance and servicing is current, fluid levels are checked to be full.
  - Confirm operators understand when to call for assistance and when to suspend work (e.g. if they are unclear on upcoming terrain or timber, or unsure they are able to complete operations safely, stop the machine in a safe location and get clarification from the supervisor before proceeding).
  - Sign-off steep slope plan.
- conduct and document daily equipment inspections, including a functional check of the equipment's escape hatch(s).
- know the functions and limitations of their machine. They must be able to recognize signs that indicate the machine may not be operating safely (e.g. poor performance, intermittent functions, hydraulic leaks, dull blades, high temperature, etc.

Operators are responsible to refuse work they feel is unsafe. If at any point, the work cannot be conducted safely, the operator must stop work, and consult the supervisor, to develop an alternate safe plan before working again.

### Part 3: Machine Specific Practices

The following section identifies general and machine-specific safe work practices that should be **consistently** implemented to mitigate machine stability risks. While the contractor or site supervisor (as the case may be) is responsible to ensure these practices are specified and applied, operators / employees have accountability to comply with direction.

#### Marking / Mapping Best Practices

- Mark NO GO Zones in the field using unique and highly visible ribbons. Ensure plan maps and legends clearly indicate the marking protocol.
- Avoid trying to communicate too much information on operational maps. Keep it simple and provide all, but only, the information required for steep slope machine operators. It may be necessary to generate separate maps for steep slope works.

#### General Controls

- Recognize that some areas are not suitable for mechanical operations. Rather than pushing or exceeding operator / mechanical limits, designate them as NO GO Zones and mark on the map for a direct plant.
- Ensure work on steep slopes is conducted during adequate lighting conditions; consider conducting high risk works during daylight hours only.
- Match equipment, operators and work methods to the job and the hazards. Know the physical capabilities of each machine (certified slope operating stability limit, lift capacity, boom length, width, etc.) and understand them in the context of the site and timber.
- If the designated machine or operator is not available, delay steep slope work until they are.
- Install 2-way radios in all steep slope machines; designate a channel, and ensure operators have reliable communications with the supervisor and/or another worker at the worksite.
- Conduct a thorough machine inspection immediately prior to steep slope works. Confirm equipment is in sound operating condition. Confirm all necessary guarding (including Roll-over Protection System) and other required safety equipment is in place and functional.
- Complete more frequent preventative maintenance for equipment operating consistently on steep slopes (e.g. ensure tracks / rails are tight, check tilt-cab mechanism, etc.).
- Operators will confirm good working condition of the seat belt in the machine, and wear it at all times when operating the machine. Operators will ensure all items kept in the cab are secured (e.g. thermos, radio, tools, etc).
- Identify equipment and/or personnel that are available to render assistance in the event of breakdown, when equipment operators find themselves in difficulty and for dealing with an upset condition.



## **Skidder / Forwarder Steep Slope Practices**

- Regularly check your immediate work area for hazards (unstable stems, danger trees, rocks dislodged during felling, changing weather) and work with your supervisor to develop a plan that addresses hazards.
- Ensure tracked machines have tracks that are in good condition and outfitted to provide superior traction
- For wheeled machines, confirm proper tire inflation and condition. Use chains with lugs on front wheels, or all wheels. Frequently inspect chains for integrity, condition and tightness.
- Work straight up and down slopes only, never travel across side hill. It may be necessary to locate and use a circular route to access timber on steep slopes.
- Avoid travel over stumps, boulders, rocky outcrops or other obstacles.
- Use lower gears and reduce speeds when climbing or descending slopes.
- Never attempt to turn around on a steep slope unless there is a bench flat and wide enough to safely do so.
- Engage differential lock (if equipped) for added traction travelling uphill but disengage when descending or turning as steering will not respond properly when differential is locked.
- Carry the blade high enough to clear stumps and obstructions while skidding, but low enough to provide a quick response for additional stability.

## **Part 4: Documentation and Review**

### **Forms Overview / Instructions**

Use these form “as-is” or modify them to suit their operations / meeting format.

### **Operator Review and Orientation Form**

Before work commences on steep slopes, contractors / supervisors must meet with operators to do several things that ensure they clearly understand the work that is being assigned to them, are oriented to the worksite(s) and are aware of their expectations / obligations. Most employers will already have a process for documenting the discussions and actions that occur at tailgate meetings. This form can be used to document specific additional steps / discussions that must occur at a pre-work meeting for steep slope operations.

### **Operator Experience / Qualification Record**

Employers are required to confirm that operators are adequately trained / experienced to conduct work that will be assigned to them. They are also required to confirm competency by observing the worker ably completing assigned work.

Most employers will have an existing process to document employee training and experience. This form can be used to document other relevant training and experience to support introduction of a new operator to steep slope operations as well as the dates (frequency increased) the supervisor observes the operator

competently completing assigned duties. It also can be used to document qualifications / competencies of operators that are qualified for all steep slope operations. For experienced operators, employers might choose to complete this form once, review / update it annually, and confirm it at steep slope operations pre-works.

**Supervisor Experience / Qualification Record**

This is a similar process to above, but intended for documenting experience and qualifications for supervising steep slope operations. If the contractor and supervisor is the same person, the contractor must record his / her supervisory experience, and date and sign their qualifications. This should be checked and confirmed by the licensee or prime contractor.

## **APPENDIX J**

### **Drug Testing Requirements and Procedures**

#### **Testing Requirements**

- Pre-employment: All applicants must pass a drug test before beginning work. Refusal to submit to testing will result in disqualification of employment consideration.
- Reasonable Suspicion: Employees are subject to testing based on observations by the supervisor of apparent workplace use, possession or impairment. Observations that lead to testing must be documented by all levels of management.
- Post accident: Employees are subject to testing when they cause or contribute to any accident. An accident shall automatically be deemed grounds for reasonable suspicion. Testing will take place within 2 hours of the accident, if not sooner.
- Follow-up: Employees who have tested positive, or otherwise violated this policy, are subject to discipline up to and including discharge. HRI may offer the employee a return to work on a last chance basis. This may include drug testing at times and frequencies determined by HRI.

#### **Testing Procedures**

Employees subject to alcohol testing should be driven to an HRI designated facility and directed to provide breath specimens. Breath specimens should be administered by trained technicians with federally approved testing devices. If an employee's breath alcohol is 0.04 or greater another test will be administered 20 mins later. The results of the second test will be final. For purposes of this policy, tests administered by law enforcement or medical providers shall be considered valid.

Employees subject to drug testing should be driven to a medical facility and directed to provide urine specimens. Employees may provide specimens in private unless they appear to be submitting altered or substitute specimens. Collected specimens should be sent to a federally certified laboratory and tested for evidence of: marijuana cocaine, opiates, amphetamines, PCP, benzodiazepines, methadone, methaqualone, and propoxyphane use. The laboratory should screen all specimens and confirm all positive screens. There must be a chain of custody from the time specimens are collected through testing and storage.

#### **Consequences**

Applicants who refuse to co-operate in a drug test, or who test positive, will not be allowed to reapply/retest, and will not be hired.

Employees who refuse to cooperate in required tests, or who violate this policy in any way will be terminated. The first time an employee tests positive, the results will be discipline up to and including discharge.

Employees will be paid for time spent in drug and alcohol testing, and then suspended pending the test results. Should the test results prove negative the employee will receive back pay for time of suspicion.

#### **Confidentiality**

Information and records related to positive test results, treatment histories, and legitimate medical explanations should be kept confidential. Such information may be shared among managers on a need-to-know basis, and may also be discharged when relating to a grievance, charge, claim, or other legal proceeding.

#### **Inspections**

HRI reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. Employees who possess such contraband, or refuse to cooperate in inspections are subject to appropriate discipline, up to and including discharge.